

Subject File

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050036-8

12 OCT 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 11 October 1978

1. (U/AIUO) Uniform Promotion System: The first of October marked the beginning of the uniform promotion system. The first pay period in November is the annual date for promotions to GS-14 and the semiannual option date for promotions to GS-08 and GS-09. Based on the targets set for each Career Service and the options they have selected, we expect to review and process over 350 promotion actions during the last two weeks of October.

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2. (U) Handicapped Week: The Civil Service Commission's display for National Employ the Handicapped Week consists solely of the "famous people" posters which were designed and produced by the Staff Personnel Division/OP and the Office of Logistics for the Agency's "Handicapped Awareness Week" in July. The Civil Service Commission Program Director responsible for monitoring CIA was particularly impressed with this portion of our display and borrowed the posters from us. (Previously reported at 0830 meeting.)

3. (U) Psychology Students: In response to a request made to our Public Affairs Office for someone to speak about career opportunities in the CIA, Recruitment Division has arranged for a recruiter to address the Social Psychology Department at Ohio State University later this month. About 25 persons are expected to attend the briefing.

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4. (U) Recruiting Computer Scientists: [REDACTED], our [REDACTED] Recruiter, reports that he has had a very limited response to his ad for computer scientists at the University of Minnesota (zero) and the University of Wisconsin (two). As a result, the Office of Data Processing representative who was to accompany [REDACTED] cancelled his trip to these two schools which was scheduled for 10 and 12 October.

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This memorandum may
be downgraded to
CONFIDENTIAL when
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attachment.

25X1A 5. (U) News Media Coverage: [REDACTED], our Recruiter [REDACTED] reports that as a result of the DDO/CTP ad placed in the Los Angeles Times on 1 October, a local TV station, Channel 9, contacted him on 6 October and arranged an interview in his office for the 9th of October. He states that the interview went very well and concerned only the recruiting of employees for the Agency, including the employment of women. The interview, about two minutes in duration, was aired on the 10:00 p.m. news on 9 October. 25X1A [REDACTED] reports that a film clip of the interview should be available in about a week and will be sent to Headquarters.

25X1A 6. (U) Meeting with Assistant to the DDCI: [REDACTED] accompanied me to a meeting with [REDACTED] to discuss rotations, tranfers and reassignment data. 25X1A

7. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 235 persons to go by 12 January, 38 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	52 (15)	76 (5)	128 (20)
Signed to go	37 (14)	70 (4)	107 (18)
Totals	89 (29)	146 (9)	235 (38)

8. (U) Personnel Management and Administration Course: The pilot running of the Personnel Management and Administration Course was completed on 4 October 1978. Twenty (20) Agency employees attended the course. [REDACTED] OP/Plans Staff, prepared a preliminary memo indicating initial reactions. 25X1A In short, we are encouraged that the course appears to have met its goals and was a success from a standpoint of both the students and this office.

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9. (U/AIUO) Central Processing Branch: The Chief of the Central Processing Branch met with [REDACTED] on 4 October 1978, to advise him that in our opinion [REDACTED] service had declined. We informed him that we believe that the problems had been brought about by two ownership changes in the past two years and the constant change in personnel. [REDACTED] was very concerned about our dissatisfaction with [REDACTED] performance and assured us that definite steps would be taken to correct the problems.

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10. (U) Combined Federal Campaign:

a. As of close of business 10 October 1978, \$37,864.00 has been collected for the Combined Federal Campaign, \$3,878.00 for the Educational Aid Fund, and \$783.00 for the Public Service Aid Society.

b. Based on a request from the Combined Federal Campaign Chairman, Joseph A. Califano, Jr., the Director approved an increase in the Agency's 1978-79 Campaign goal from \$300,000 to \$316,887. All Directorate representatives and key personnel have been provided with their respective increased goals and will be working to meet our new goal. The Agency Campaign will run through 3 November 1978.

11. (U) Suggestion Box: Two suggestions were received this week through the program but were incorrectly routed. They both were properly forwarded to the Suggestion and Achievement Awards Committee. The total number received since the program began on 15 June 1977 is 64.

12. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Skill Session: To date, 46 nominations have been received for the 25 October Skill Session concerning retirement.

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(2). (U) Military Reserve Meeting: [REDACTED]
[REDACTED] (OSR Agency Employee) will speak to the Agency
Military Reservists on the subject of the "U.S. Perception
of the Threat" at 1745 hours, Monday, 16 October 1978, in
the Headquarters auditorium.

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(Signature) F. W. M. Janney

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EA-D/Pers/[REDACTED]:rj (12 October 78)

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S E C R E T

10 October 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (4-10 October 1978) (U/AIUO)

(S) The following rehired civilian annuitant case was terminated:

DDS&T

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- Independent Contractor, [REDACTED]
terminated 2 October 1978.

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